



## **CITY OF SANTA CLARA PARKS & RECREATION DEPARTMENT**

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### **PARTICIPANT BEHAVIOR STANDARD AND DISCIPLINE PLAN (Rules & Regulations)**

**For Year August 2015 through July 2016**

The following Participant Behavior Standard and Discipline Plan has been prepared to help your child experience a successful and enjoyable time at the Youth Activity Center (YAC), Teen Center and Skate Park. Please take the time to read this carefully and go over it with your child.

#### **Participant Responsibilities:**

- Participants shall be courteous and respectful of adults, staff and fellow participants.
- Participants shall obey rules of the facility.
- Participants shall show respect for City property and the personal property of others.

**Education Code 48909:** California State Law makes parents fully responsible for losses of and damage to school and City property by students.

**Fees, Fines and Assessments:** Fees, fines, etc., are payable by check or cash. Checks should be made payable to the "City of Santa Clara." There will be a fee charged for returned checks in the amount of the bank's charge to the City.

**Enforcement of Facility Rules:** Facility rules will be enforced at all times, including, but not limited to: while at the YAC, Teen Center, or Skate Park while going to and from the YAC, Teen Center, or Skate Park during, or while going to or from a City-sponsored activity.

**Suspension:** All participants are expected to observe accepted standards of our society. There is good cause to suspend participants who exhibit continued and willful disobedience. (Please refer to "Participant Behavior Standard")

**Administrative Suspension:** Discipline at the YAC, Teen Center, and Skate Park will be administered with firmness, fairness and consistency. We realize that the parent has a great responsibility in the area of discipline. We feel it is important for the YAC, Teen Center, Skate Park, and parent to work together toward this goal. (Please refer to "Discipline Plan")

**Participant Behavior:** If a participant becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc., or has information regarding such, he/she is requested to report it to a staff member.

## **PARTICIPANT BEHAVIOR STANDARD (RULES & REGULATIONS)**

The following is a list of general rules to guide participant behavior at the YAC, Teen Center and Skate Park. The list is not to be considered all-inclusive. Parents should promote cooperation and agreement between the home and YAC, Teen Center and Skate Park in an attempt to develop citizenship and high standards of behavior in our youth.

**Assault/Battery Upon Any City of Santa Clara Employee** - It is not permissible to commit assault or battery upon others while at the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Assault, Sexual/Battery** - It is not permissible to commit sexual assault or battery upon others while at the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Bicycles** – Participants may ride bicycles to the YAC, Teen Center or Skate Park providing that all traffic laws are obeyed. State law requires participants to wear a helmet while riding their bicycles. Bicycles should be locked to a bike rack to prevent theft. The City of Santa Clara assumes no responsibility for thefts or vandalism.

**Defiance, Refusal to Obey Authority** – Participants are expected to follow the instruction of Parks & Recreation Department staff. If a participant disobeys any City of Santa Clara employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

### **Dress**

- **YAC & Skate Park** - Participants at the YAC and Skate Park are expected to dress appropriately. Neatness, cleanliness and simplicity are the keys to good grooming. Participants are to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment.
- **Teen Center** - Participants at the Teen Center have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately. Neatness, cleanliness and simplicity are the keys to good grooming.

The final authority for what is appropriate, safe, clean and non-disruptive shall rest with the Recreation Staff. When necessary, the SCUSD dress code will be used.

**Extortion, Robbery, Blackmail** - YAC, Teen Center or Skate Park administrators will recommend a participant's expulsion for extortion, robbery or blackmail.

**False Information** - Participants are to properly identify themselves to all City of Santa Clara staff. Participants are not to forge signatures nor falsify any information concerning the YAC, Teen Center or Skate Park. Providing false information may result in disqualification from YAC, Teen Center or Skate Park programs.

**Fighting Is Prohibited** - Participants are to use staff and administrators to discuss problems they are having with other participants. If a fight occurs, all participants, including bystanders who provoke and encourage such behavior, will be subject to suspension. YAC, Teen Center or Skate Park administrators will recommend a participant's expulsion for causing serious physical injury to another person, except in self-defense.

**Firecrackers or Other Explosives** - State law prohibits the possession and use of firecrackers or other explosives.

**Gambling** - Any form of gambling is prohibited.

**Gangs** - Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited. Engaging in an activity that is gang related is prohibited.

**Harassment/Hate Crimes** - It is not permissible to harass others while at the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Harassment, Sexual** - It is not permissible to sexually harass others while at the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Hazing** - It is against the law (EC 32051) for a participant to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause bodily harm or personal degradation to another participant. Threats or other forms of hazing should immediately be reported to the office.

**Illegal Substances, Drugs and Alcohol** - Use of or possession of any illegal substance, drugs or alcohol at the YAC, Teen Center or Skate Park or at any City-sponsored activity will be reported to the Santa Clara Police Department and is grounds for immediate suspension.

**Interpersonal Relationships** - Appropriate personal relationships are encouraged. The YAC, Teen Center and Skate Park policy is one of "hands-off." Holding hands, arm-in-arm, hugging and kissing are not appropriate while at the YAC, Teen Center or Skate Park. Sexual harassment will not be tolerated.

**Loitering** - Participants are not to loiter in front of the YAC, Teen Center or Skate Park or in the parking lot.

**Serious Injury, Attempting to Cause** - If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled from the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Serious Injury, Caused** - If a participant causes serious injury to another person, except in the case of self-defense, they will be expelled from the YAC, Teen Center or Skate Park. The Santa Clara Police Department will be notified and all applicable state and federal laws will be enforced.

**Skateboards, Roller Skates, Roller Blades, Scooters and Mopeds** - Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden on City or school property except where specifically permitted.

**Substances** - Permanent felt pens, aerosol spray cans of any type, glue, and white out are not to be brought to the YAC, Teen Center or Skate Park.

**Swearing, Profanity** - Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed. Final decisions on what is appropriate language shall rest with Recreation Staff.

**Theft** - Participants have the responsibility of taking care of their own possessions. Make sure that bicycles are locked. Money should be kept in a safe place at all times. Theft is a serious violation of the law and will be dealt with severely. Participants are discouraged from bringing large amounts of money or valuable items to the YAC, Teen Center or Skate Park.

**Threats** - Threats of personal injury upon other participants are strictly prohibited and will be dealt with severely.

**Tobacco, Possession of Tobacco and Smoking** - If a participant of the YAC, Teen Center or Skate Park has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is grounds for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they, too, may be suspended. The Santa Clara Police Department will be notified when participants are in possession of tobacco products.

**Use/display of pagers and cell phones at the Teen Center**

- Cell phones should be used in the multipurpose room and/or patio.
- Cell phones and pagers must be turned off in the computer lab, conference room and during certain evening activities.
- Personal respect for others should be taken into consideration for participants and management.

**Vandalism** - Damaging City property or the property of others will not be tolerated. Depending upon circumstances, a police report will be filed. Parents will be liable to pay for damages.

**Weapons, Dangerous** - State law requires it be recommended that a participant be expelled for possession of any firearm, knife, explosive or other dangerous object at the YAC, Teen Center or Skate Park or at a City-sponsored activity on or off school grounds.

**DISCIPLINE PLAN**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Assault/Battery – Assault/Battery upon any City of Santa Clara Employee	Parent Notification Police Notification Mandatory Expulsion		
Threats – Threats Against A City of Santa Clara Employee	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Assault/Battery - Sexual Assault/Battery	Parent Notification Police Notification Mandatory Expulsion		
Defiance – Disruption, Defiance, Disrespect	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
Dress – Wearing clothes that are considered inappropriate by supervisory staff.	Change clothes Parent Notification Possible Suspension	Change clothes Parent Notification Up to 5 days suspension	Change clothes Parent Notification Up to 10 days suspension
Gangs - Display of Gang Related Symbols, Clothing, etc.	Change clothing or Removal of Gang Related Articles	Same as First Offense Possible Suspension	Same as First Offense Possible Suspension
Extortion/Robbery	Parent Notification Police Notification Possible Expulsion	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Recommended Expulsion
False Information - Deception/Forgery	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
Fighting	Parent Notification Up to 30 days suspension Police Notification	Parent Notification Up to 30 days suspension Police Notification	Parent Notification Police Notification Recommended Expulsion
Harassment, Hate Crimes	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Harassment, Sexual	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Controlled Substance - Possession/Under the Influence of	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Controlled Substances, Sales of	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Drug Paraphernalia, Possession/Sale	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Loitering	Parent Notification	Parent Notification Up to 10 days suspension	Parent Notification Up to 20 days suspension Police Notification
Serious Injury, Attempting to Cause	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Serious Injury, Caused	Parent Notification Police Notification Mandatory Expulsion		
Swearing – Profanity & Vulgarity	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Police Notification Up to 10 days Suspension
Theft	Parent Restitution Police Notification Up to 10 days Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
Tobacco Use/Possession	Parent Notification Police Notification Possible Suspension	Parent Notification Police Notification Up to 5 days Suspension	Parent Notification Police Notification Up to 10 days Suspension
Vandalism or Property Destruction	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
Dangerous Weapons - Possess, sell, or furnish a knife, explosive, or dangerous object	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Dangerous Weapons - Possess, sell or furnish of a Firearm	Parent Notification Police Notification Mandatory Expulsion		
Dangerous Weapons – Possess or brandish a Knife	Parent Notification Police Notification Mandatory Expulsion		